



Benefits Unique to Non-unit Employees Non-Exempt

Welcome to the *University of Massachusetts Amherst!*

Your new position with the University brings many benefits, some of which are unique to the bargaining unit which represents your position. This document is a brief overview of those benefits which appear in Non-Unit Policy.

Personal Time: As a full-time employee in this bargaining unit you will receive 5 paid personal leave days each January for use during that calendar year. Part time employees and employees who are hired after March 31st receive a pro-rated amount. Personal time not used by the end of the year is forfeited.

Start Date	Personal Time Awarded
Jan. - Mar.	37.5 hours
Apr. - June	22.5 hours
Jul. - Sept.	7.5 hours
Oct. - Dec.	0 hours

Vacation Time: As a full-time employee in this bargaining unit you accrue 2.88 hours of vacation time each pay period (2 weeks) for a total of 10 days per year. This accrual is pro-rated based on both your position's full-time equivalency and amount of time paid.

Your vacation accruals will increase based on your years of full-time equivalent service (as follows). Your maximum vacation accrual is twice your annual accrual rate. After leaving employment the balance of your unused vacation time is paid.

Full-time Equivalent Years of Service	Annualized Vacation Accrual
fewer than 4.5 years	10 days
4.5 – 9.5 years	15 days
9.5 – 19.5 years	20 days
19.5+ years	25 days

Sick Time: As a full-time employee in this bargaining unit will accrue 3.46 hours per pay period (2 weeks) for a total of 12 days per year. Sick leave accruals are pro-rated based on your position's full-time equivalency and amount of time paid. Sick leave may be used in the following conditions:

- When you cannot perform your duties because you are incapacitated by personal illness or injury.
- When your spouse, domestic partner, child or parent of either you, your spouse or domestic partner, or a person living in your immediate household, is seriously ill.
- When through exposure to contagious disease, your presence at work would jeopardize the health of others.
- You have an appointment with a health care professional.

If you are absent from work due to illness, it is your responsibility to notify your supervisor as early as possible, and in any event, at the beginning of your work day. Your department may request documentation of illnesses resulting in on-going absence.

A maximum of 960 hours of sick leave can accrue.

(over)

Sick Leave Bank: The Sick Leave Bank is intended to provide short-term salary continuation when you are unable to perform your job due to a non-work related disability, you have a reasonable expectation of returning to your pre-disability position, and you accruals are insufficient to cover your absence. You are automatically enrolled upon your first day of hire. As a member, you will need to use up all your accrued time prior to being able to draw Sick Leave Bank benefits and Sick Leave Bank benefits may be used only for illness/injury of the member and not other family members. Your benefit time would accrue while you're using the Sick Leave Bank.

For additional information on benefits unique to Non-Unit Non-Exempt employees, please reference the current Non-Unit Non-Exempt Handbook. Where this document departs from the contract, the policy will prevail.

Bereavement Time: Paid leave is granted, for a maximum of four consecutive working days, in the event of a death in your immediate family: spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, spouse or domestic partner's parent or person living in your immediate household.

Paid leave is granted for a maximum of two consecutive working days in the event of the death of your son-in-law, daughter-in-law, or your spouse or your domestic partner's brother, sister, grandparent or grandchild.

In the event that the internment or memorial service for any of the above-named individuals is to occur at a time beyond the bereavement leave granted, you may request to defer one of the days to the later date.

ComPsych GuidanceResources: provides employees and dependents confidential support, resources and information for personal and work-life issues. Services include confidential counseling, qualified referrals and customized resources related to child/elder care, moving/relocation, home repair, pet care, free consultation with certified public accountants and financial planners (eg re estate planning, retirement planning, getting out of debt) and a free 30-minute consultation with an attorney and a 25% reduction in customary legal fees thereafter (eg, re divorce/family law, debt/bankruptcy, landlord/tenant issues and real estate transactions). Tel 844.393.4983/TDD 800.697.0353; guidanceresources.com / Company WebID: UMASS

Note:

- If the position you hold at the University is no longer non-unit this will result in a change to the benefits listed above. Please contact Human Resources (545.1478) with questions in this regard.
- As policies evolve this may result in a change to the benefits listed above.
- For additional information on benefits unique to non-unit employees, please reference the current non-unit policy. Where this document departs from the contract or University policy, the contract or policy will prevail.